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*Glossary and
Index*



Glossary of Terms

Academic Renewal: A policy which allows a student to petition to exclude prior substandard course work from their transcript which is not reflective of their current demonstrated ability. Obtain petition from the Counseling Center.

Academic Review Committee: A process by which students can petition to deviate from the College's policies and procedures. Obtain petition from the Counseling Center.

Articulation Agreements: A list of courses offered at Palomar College which are acceptable at transfer universities as equivalent in content (or as acceptable substitutes) to those courses offered by the universities. These lists are available in the Counseling Center and online at <http://www.assist.org>.

ASSIST: The official Internet site (www.assist.org) that contains all articulation agreements between California Community Colleges, the California State University, and the University of California.

Associate in Arts (AA) Degree: Awarded upon completion of course work totaling not fewer than 60 degree applicable units in areas of: a) General Education, b) Major, c) Electives. Must apply by appropriate deadlines.

Associate in Arts for Transfer (AA-T) Degree: Intended for students who plan to complete a Bachelor's Degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. See a counselor for specific information regarding this major.

Associate in Science (AS) Degree: Currently only offered in Nursing. Awarded upon completion of course work totaling not fewer than 60 degree-applicable units in areas of: a) General Education, b) Major, c) Electives. Must apply by appropriate deadlines.

Associate in Science for Transfer (AS-T) Degree: Intended for students who plan to complete a Bachelor's Degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. See a counselor for specific information regarding this major.

Auditing: To take a course without being graded or receiving credit, available to students by petition only.

Catalog: A book published once a year that governs students' progress toward degrees and certificates and contains course descriptions, programs, requirements, policies and procedures.

Certificate of Achievement (CA): Awarded upon completion of specified course work in a vocational/occupational program.

Certificate of Proficiency (CP): Designed to certify basic workplace competencies and job readiness. Awarded upon completion of specified course work.

Class Schedule: A booklet of class offerings, times, and locations published each term. The class schedule also contains enrollment information, add and drop deadlines, testing dates and times, and other general information.

College-Prep Classes (non-degree appropriate): These courses, principally in the basic skills areas, prepare students to perform satisfactorily in associate and baccalaureate appropriate classes. Students can take no more than 30 units of these courses; they do not apply to the degree.

Continuing Student: One who has attended classes during the previous regular term beyond the drop deadline.

Continuous Enrollment: For enrollment purposes, it is defined as attendance at Palomar College beyond the drop period of each regular term, where letter grades or W's appear on the transcript. For graduation purposes, it is defined as attendance in one semester or two quarters (excluding Summer Session) within a calendar year (January through December) in the CSU, UC, or California CC Systems following initial enrollment at Palomar.

Directed Study: Individual study for advanced students which may include class work, research, or projects that do not fit into the context of regularly scheduled classes. Department chairperson approval required for enrollment.

Educational Plan: A document generated by a student and a Palomar College Counselor that allows the student and institution together to identify the student's educational objectives, and to formulate a method for reaching them.

Full-Time: A study load of 12 or more units per semester. The normal full-time load in Summer is 6 units. Nursing students are considered full-time with 9 units in nursing courses.

General Education (GE) Requirements: Also known as breadth or core requirements, these patterns of courses are designed to expose students to broad areas of knowledge.

Grade Point Average (GPA): Determined by dividing total grade points earned by total academic (A-FW) units attempted.

Grade Points: Points given for academic (evaluative) grades.

A = 4 points	D = 1 point
B = 3 points	F = 0 points
C = 2 points	FW = 0 points per unit of credit

Half-Time: A study load of 6 – 8 1/2 units per semester.

IGETC (Intersegmental General Education Transfer Curriculum): A general education program that California community college transfer students can use to fulfill all lower-division G.E. requirements at most CSU or UC campuses (see a counselor for exceptions).

Lower Division/Upper Division: In colleges and universities, lower division means freshman and sophomore years and upper division means junior and senior years. Community colleges provide lower division course work for transfer to four-year colleges and universities.

Major: A major is a group of courses related to a defined area of study. All colleges and universities require students to declare and pursue a major.

Noncredit Certificate of Completion (NC): Designed to lead to improved employability or job opportunities. Awarded upon completion of specified course work.

Noncredit Courses: A variety of courses offered with no unit credit. The courses are taught by credentialed instructors and provide remedial, developmental, occupational, and other general educational opportunities to citizens of the community.

Pass/No Pass (P/NP) Grading: Pass/No Pass units are not counted in the GPA. A Pass is earned for coursework equal to a "C" grade or better. A No Pass is earned for coursework equal to a "D" or "F" grade. Pass/No Pass units are used in calculating Progress Probation and Dismissal.

Probation: A warning status that scholastic standards are not being met.

Semester: A 17-week period of class work.

TAG (Transfer Admission Guarantee): Palomar College has TAG programs with seven UC campuses. All of these agreements guarantee admission into the University and some guarantee admission into the major.

Tech Prep: A program in which high school students can earn college credit for certain occupational courses completed at their respective high schools.

Three-Quarter Time: A study load of 9 – 11 1/2 units per semester.

Transcript (of Record): An official copy of the record of classes attempted and/or completed by a student. The transcript is maintained by the Palomar College Records Office and is considered confidential. It may be viewed or released only with permission of the student.

Tuition (Enrollment Fees): A charge for instruction.

Tutor: A person, recommended by faculty as knowledgeable in specified subjects, who is available through Tutoring Services free of charge to work with an enrolled individual in need of special assistance with course work.

Unit of Credit: A credit or semester unit represents one hour of class work per week for one semester. It is expected that most students will spend two hours outside class in preparation for each hour of lecture. Slightly less outside preparation time is expected in laboratory. Three hours of laboratory per week are approximately the equivalent of one unit.

Units Attempted: Credit units in which the student was enrolled beyond the 30% point of any course whether or not a passing grade was earned or the student withdrew from the course before its completion.

Work Experience: A program that combines classroom studies with on-the-job experiences.

A

A.A. Degree, General Studies.....	190
A.A. Degrees and Certificates.....	68, 72
Absences.....	40
Academic Assignments.....	278
Academic Counseling.....	27
Academic Dismissal.....	45
Academic Freedom.....	14
Academic Integrity.....	34
Academic Policies.....	40
Academic Probation.....	45
Academic Regulations and Standards.....	40
Academic Renewal Regulations.....	40, 296
Academic Review Committee, Definition of.....	296
Academic Warning.....	45
Accounting courses and programs.....	75
Accelerated Students, Special Admission for.....	18
Acoustical Installer courses and program.....	88
Accreditation.....	3
Accuracy Statement.....	3
Adding Classes, Procedures for.....	22
Administration of Justice courses and programs.....	76
Administrative Emeriti.....	288
Administrative Withdrawal.....	22
Admission and Registration.....	18
Admission, Application for.....	18
Admission to Advanced Standing.....	21
Admission to Special Programs.....	18
Admissions and Records.....	26
Admissions Policy.....	18
Admissions Program for Accelerated Students.....	18
Adult Basic Education, Noncredit courses.....	274
Adult Basic Education Noncredit Certificate.....	274
Advanced Placement Examinations (AP).....	46
Africana Studies courses and program.....	79
Alcohol and Drugs Policy.....	34
Alcohol and Other Drug Studies courses and program.....	80
American Indian Studies courses and program.....	81
American Sign Language courses and program.....	83
American Studies courses.....	85
Anatomy courses (see Zoology).....	270
Anthropology courses and programs.....	86
Application Deadlines – International Students.....	19
Application for Admission (see Calendar for dates).....	18
Apprenticeship Training courses and programs.....	88
Acoustical Installer.....	88
Carpentry.....	89
Drywall/Lather.....	93
Electrician.....	95
Inside Wireman.....	96
Plasterer.....	99
Residential Wireman.....	100
Sheet Metal.....	100
Sound and Communications Systems Installer.....	101
Sound Technician.....	101
Work Experience.....	102
Arabic courses.....	102
Architecture courses and programs.....	103

Art courses and programs.....	105
Art Design courses and program.....	111
Art Illustration courses and program.....	112
Articulation Agreements, Definition of.....	296
Articulation Services.....	26
Assessment, Advisement and Orientation.....	19
ASSIST, Definition of.....	296
Associate Degree, General Studies.....	190
Associate in Arts (A.A. Degree), Definition of.....	296
Associate in Arts Degree Requirements.....	52
Associate in Arts Degree, Second.....	56
Associate in Arts for Transfer.....	56
Associate in Arts for Transfer, Definition of.....	296
Associate in Science for Transfer, Definition of.....	296
Associated Student Government.....	30
Astronomy courses and program.....	113
Astronomy, Planetarium.....	113
Athletics/Intercollegiate Programs.....	26, 114
Athletics.....	26
Athletics and Competitive Sports courses.....	114
Attendance.....	40
Auditing a Class.....	40, 296
Auditing Fee.....	23
Automotive Technology courses and programs.....	115
Aviation Sciences courses and programs.....	118

B

Basic Education courses, noncredit.....	274
Basic Skills Course Limitations.....	40
Behavior Rules and Regulations, Student.....	36
Biology courses and programs.....	119
Board of Governors Waiver (BOGW).....	27
Bookstore Services.....	26
Botany courses.....	122
Business courses and programs.....	122
Business Management courses and program.....	127

C

Cabinet and Furniture Technology courses and programs.....	128
Cal Grant.....	27
Calendar, College.....	10
California Residence Requirements.....	18
California State University General Education Breadth, Certificate.....	262
California State University General Education (CSUGE) Requirements.....	59
California State University (CSU) System.....	58
Camp Pendleton Site, Palomar College.....	8
Career and Technical Education courses, noncredit.....	274
Career Services.....	26
Carpentry Apprenticeship Training courses and program.....	89
Cashier Services.....	26
Catalog, Definition of.....	296
Certificate of Achievement.....	56, 296
Certificate of Proficiency.....	57, 296
Certificates and A.A. Degrees.....	68, 72
Challenging Prerequisites.....	21

Chemistry courses and program.....	134
Chicano Studies courses.....	135
Child Development courses and programs	136
Children's Center.....	26
Chinese courses.....	142
Cinema courses and program	143
Citations, Parking	35
Citizenship courses, noncredit	274
Class Cancellations/Changes.....	23
Class Schedule.....	22, 296
Classification, Student.....	21
Classroom expenses	23
CLEP	47
Clery Act.....	35
College Centers	8
College Governing Board.....	11, 14
College Level Examination Program (CLEP).....	47
College Organization	11
College-Prep Classes (non-degree appropriate), Definition of.....	296
Communications courses and program.....	144
Community Development Seminars.....	21
Community Education Classes	21
Competence Requirements.....	53
Computer Science and Information	
Systems - Computer Science courses and programs	144
Computer Science and Information	
Systems – Database courses and programs	148
Computer Science and Information	
Systems - Information Technology courses and programs...	149
Computer Science and Information	
Systems - Networking courses and programs	151
Computer Science and Information	
Systems – Web Technology courses and programs	154
ConAp Program.....	28
Conduct Code, Student.....	36
Conferring of Degrees and Certificates of Achievement	57
Construction Inspection courses and program.....	155
Continuing Education for Nurses	230
Continuing Student, Definition of.....	296
Continuous Enrollment, Definition of	296
Cooperative Education courses.....	156
Corequisite.....	20
Correct Use of English	41
Counseling courses	157
Counseling Services.....	27
Course Information.....	74
Course Numbering System	74
Course Repetition	41
Credit by Examination	42
Critical Thinking Statement.....	43

D

Dance courses	158
Dates and Penalties, Adding and Dropping Classes.....	22
Dean's List.....	44
Deans, Division	11
Debts Owed to the College.....	34
Defense Activity for Non-Traditional Education	

Support (DANTES)	48
Degree Requirements, Palomar College.....	52
Dental Assisting courses and program	164
Department/Division Organization	11
Diesel Mechanics Technology courses and program	165
Directed Study, Definition of.....	296
Disability Education courses, noncredit.....	274
Disability Resource courses	166
Disability Resource Center (DRC).....	27
Discipline and Program Offerings	68, 72, 75
Dismissal	45
Distinguished Faculty Award.....	277
District Governing Board.....	11, 14
District Map	9
District Policy.....	14
Diversity Policy	14
Division Deans.....	11
Drafting Technology courses and programs	167
Dropping Classes, Procedures for.....	22
Dropping Classes, Dates and Penalties	22
Dropping Classes, Petition Appeal.....	23
Drugs and Alcohol Policy	34
Drywall/Lather Apprenticeship Training courses	
and program	93

E

Earth Sciences courses.....	170
Economics courses and program	171
Education courses.....	171
Educational Philosophy	13
Educational Plan, Definition of	296
Electrician Apprenticeship Training courses and program	95
Electrician Trainee courses.....	172
Electro-Mechanical Equipment Technician courses	
and programs.....	172
Emergency Loans	28
Emergency Medical Education courses and programs	173
Emeriti, Administrative and Faculty	288
Engineering courses and program.....	176
English courses and program	177
English as a Second Language courses	180, 275
English as a Second Language Noncredit Certificate	275
English, Correct Use of.....	41
Enrollment Conditions.....	20
Enrollment Options.....	21
Enrollment Procedures	22
Enrollment Fee.....	23
Entertainment Technology courses and program.....	181
Entrance Requirements	58
Equal Opportunity (Title IX).....	15
Escondido Center, Palomar College	8
Evaluative Grades.....	43
Extended Opportunity Programs and Services (EOP&S)/CARE	27

F

Faculty.....	278
Faculty Emeriti.....	288

Faculty Responsibilities	40
Fall Semester 2011	10
Fallbrook Site, Palomar College	8
Family and Consumer Sciences courses and program	182
Fashion courses and programs	183
Fast Track	21
Federal and State Grants	27
Fees and Expenses	23
Financial Aid and Scholarship Services	27
Financial Aid, Veterans and Scholarship Services	27
Financial Aid Application and Enrollment Fee Waiver	21
Financial Aid Disqualification/Ineligibility	46
Fire Technology courses and programs	186
Food Services	29
Foreign Languages courses	189
Foundation, Palomar College	14
French courses and program	189
Freshman Classification	21
Full Term Classes	22
Full time Student, Definition of	296

G

GEAR UP Program	29
General Education Requirements	54, 296
A.A. Degree	54
CSU	59
UC	62
Palomar College	54
General Education/Institutional Student Learning Outcomes	52
General Studies, A.A. Degree	52, 190
Geography courses and programs	191
Geology courses and program	193
German courses	194
Glossary of Terms	296
Governing Board, District	11, 14
GPA Requirements	56
Grade Changes	44
Grade Disputes	37
Grade Point Average (GPA), Definition of	296
Grade Points, Definition of	296
Grading and Transcripts	43
Grading System	43
Grades	44
Graduation and Transfer Information	52
Grants, Federal and State	27
Graphic Communications courses	195
Graphic Communications - Imaging & Publishing courses and programs	195
Graphic Communications - Multimedia & Web courses and programs	200
Grievance Policy	37

H

Half-time, Definition of	296
Health and Safety Education courses, noncredit	275
Health courses	206
Health Fee, Student	23

Health Services	29
History courses	206
History of the College	13
Honesty Guidelines, Academic	34
Honor Society	44
Humanities courses	207

I

IGETC	62, 296
Independent California Colleges and Universities	64
Industrial Technology courses	208
Inside Wireman Apprenticeship Training courses and program	96
Institutional/General Education Student Learning Outcomes	52
Insurance courses and programs	208
Inter-Club Council	30
Intercollegiate Athletic courses	114
Interior Design courses	209
International Baccalaureate Examinations (IB)	48
International Business courses and program	210
International Education	30
International Students	19
International Student Capital Outlay Fee	23
International (Non-Resident) Student Tuition	23
Internet, A.A. Degree/Certificate	124, 202
Intersegmental General Education Transfer Curriculum, Certificate	62, 262
Intersession Classes	22
Italian courses	211

J

Japanese courses	212
Journalism courses and programs	212
Judaic Studies courses	213

K

Kinesiology courses and programs	213
---	-----

L

Late Start Classes	22
Learning Communities	22
Legal Studies courses and programs	218
Library Services	30
Library Technology courses and program	220
Loans, Grants (see EOP&S and Financial Aid & Scholarships)	27
Lower Division, Definition of	296

M

Major, Definition of	296
Map of District	9
Materials Fee	23
Mathematics courses and program	220

Matriculation	19
Medical Assisting, see Office Information Systems	233
Microbiology courses	223
Military Service Schools	48
Military Withdrawal	44
Mission, Palomar College	13
Mt. Carmel Site, Palomar College.....	8
Multicultural Requirement	54
Multicultural Studies courses.....	223
Music courses and programs	224

N

Noncredit Certificates of Completion	57, 274
Noncredit Certificate of Completion, Definition of.....	296
Noncredit courses.....	274
Adult Basic Education	274
Basic Education	274
Career Technical Education	274
Citizenship.....	274
Disability Education.....	274
English as a Second Language.....	275
Health and Safety Education.....	275
Noncredit courses, Definition of.....	296
Nondiscrimination, Policy of.....	18
Non-Evaluative Grades	43
Non-Resident Tuition	23
Nonsufficient Funds Fee	23
Non-Traditional Credit.....	46
Notice of Intent to Graduate.....	56
Nursing Education courses and programs.....	229

O

Oceanography courses	233
Office Information Systems courses and programs.....	233
Official Transcripts	46
Official Withdrawal	22
Online Classes	22
Online Enrollment	22
Orientation, Assessment, and Advisement.....	19
Out-of-State and Private Universities	65
Out-of-State Deferment.....	28

P

Palomar College Locations	8
Palomar College Foundation	14
Palomar College Police Department.....	35
Palomar Identification Card (PIC).....	23
Paramedic Training, see Emergency Medical Education	173
Paramedics, College Credit for Certified	173
Parking and Traffic Regulations.....	34
Parking Fee	23
Parking Permits.....	34
Pass/No Pass (Credit/No Credit) Grading.....	43
Pauma Valley Site, Palomar College.....	8
Peer Ambassador Program	30

Penalties and Dates, Adding and Dropping Classes.....	22
Phi Theta Kappa Honor Society.....	44
Philosophy courses	237
Philosophy, Educational	13
Photography courses and programs	238
Physical Education, see Kinesiology	213
Physical Science courses	240
Physics courses.....	241
Placement Tests, Assessment	19
Planetarium.....	113
Plasterer Apprenticeship Training courses and program	99
Police Department.....	35
Policy of Nondiscrimination	18
Political Science courses.....	242
Prerequisite	20
Privacy, Student Records	37
Private and Out-of-State Universities	65
Probation, Definition of	297
Probation, Dismissal and Reinstatement.....	45
Progress Dismissal	45
Progress Probation	45
Progress Warning	45
Psychology courses and programs.....	242
Public Administration program	245
Public Works Management courses and program	245

Q

R

Radio and Television courses and programs.....	246
Ramona Site, Palomar College	8
Reading courses	249
Real Estate courses and programs	250
Recreation courses and programs	253
Refunds.....	24
Refunds, Appeal Procedure	24
Registered Dental Assisting, see Dental Assisting.....	164
Registration/Enrollment Fee.....	23
Registration Procedures	22
Reinstatement.....	45
Religious Studies courses.....	254
Removal from Probation	45
Repeating Courses.....	41
Requirements for the Associate in Arts Degree.....	52
Residency.....	18, 52
Residential Wireman Apprenticeship Training program.....	100
Responsibility, Student/Faculty	40
Returned Check Charge	23
Right To Know, Student.....	38
Rights and Privacy of Records, Student.....	37
Rights and Responsibilities, Student.....	34

S

Saturday Classes	22
School Relations.....	30
Scholarships (see Financial Aid and Scholarships).....	27

Second Associate in Arts Degree	56
Self-Paced Classes (Open Entry)	22
Semester, Definition of	297
Servicemembers Opportunity Colleges Consortium	28
Sexual Harassment Policy	35
Sheet Metal Apprenticeship Training courses and program ..	100
Short Term Classes	22
Sign Language, See American Sign Language	83
Smoking Policy	36
Sociology courses	255
SOCNAV/SOCMAR Programs	29
Sophomore Classification	21
Sound and Communications Systems Installer	
Apprenticeship courses and program	101
Spanish courses	256
Special Admission for Accelerated Students	18
Special Programs, Admission to	18
Speech courses and program	257
Sports (see Athletics and Kinesiology)	114, 213
Spring Semester 2012	10
State Universities, General Education Requirements	59
Student Activities Office	30
Student Activity Card	23
Student Affairs	30
Student Behavior Rules and Regulations	36
Student Center Fee	24
Student Classification	21
Student Conduct Code	36
Student Government	30
Student Grade Disputes	37
Student Grievance Policy	37
Student Health Fee	23
Student Records, Privacy of	37
Student Representation Fee	24
Student Responsibilities	40
Student Right To Know	38
Student Rights and Privacy of Student Records	37
Student Rights and Responsibilities	34
Student Services	26
Summer Session	10, 22

T

Teaching and Learning Center (TLC)	31
Tech Prep	49, 297
Terms, Glossary of	296
Theatre Arts courses and programs	258
Three-Quarter Time, Definition of	297
Title IX Coordinator	15
Total Units Requirement	53
Transcript (of Record), Definition of	297
Transcripts/Advanced Standing	21
Transcript Fee	24
Transfer Admission Guarantee (TAG) Programs	61, 297
Transfer Center	31
Transfer Credits	46
Transfer Identification	74
Transfer Planning	57
Transfer Requirements – UC	61

Transfer Requirements – CSU	58
TRIO Programs	31
Tuition and Fees	23, 297
Tuition and Fees, Refunds	24
Tuition, Non-Resident and International Students	23
Tutor, Definition of	297
Tutorial Services	32

U

Unclassified Classification	21
University of California System	59
University Studies programs	262
California State University General Education Breadth,	
Certificate	262
Intersegmental General Education Transfer Curriculum,	
Certificate	262
University Studies - Emphasis in Business, A.A. Degree	262
University Studies - Emphasis in Culture and Society,	
A.A. Degree	262
University Studies - Emphasis in Education, A.A. Degree	262
University Studies - Emphasis in Fine and Performing Arts,	
A.A. Degree	262
University Studies - Emphasis in Health and Fitness,	
A.A. Degree	262
University Studies - Emphasis in Humanities, A.A. Degree	262
University Studies - Emphasis in Mathematics and Science,	
A.A. Degree	262
University Studies - Emphasis in Media and Communication,	
A.A. Degree	262
University Studies - Emphasis in Social Sciences, A.A. Degree	262
University Studies - Emphasis in World Languages,	
A.A. Degree	262
Unofficial Withdrawal	22
Unit of Credit, Definition of	297
Units Attempted, Definition of	297
Upholstery courses and program	264
Upper Division, Definition of	296

V

Values	13
Verification of Enrollment	46
Verification of Enrollment Fee	24
Veteran Dependent Exemption	28
Veteran Disqualification	46
Veterans' Services Office	28
Video Classes	22
Vision	13

W

Wastewater Technology Education courses and program	265
Water Technology Education courses and program	266
Web, see Computer Science	
Weekend College	22
Welding courses and programs	268
Western Association of Schools and Colleges	3

Withdrawal..... 22

Withdrawal, Conditions for Petition 44

Women's Studies program..... 269

Work Experience, Cooperative Ed 156

Work Experience, Definition of..... 297

X,Y

Z

Zoology courses..... 270